

DEPARTMENT OF MOTOR VEHICLES  
JOB OPPORTUNITY  
EQUAL EMPLOYMENT OPPORTUNITY ASSISTANT  
AFFIRMATIVE ACTION OFFICE

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** State Employees (Lateral)  
**Location:** Department of Motor Vehicles, Wethersfield  
**Job Posting No:** P- 7749  
**Hours:** Monday – Friday, 8:00 a.m. – 4:30 p.m.  
**Salary:** \$54,171 - \$70,310  
**Closing Date:** May 11, 2015

**Eligibility Requirement:** State employees currently holding the above title may apply for a lateral transfer.  
**Reemployment/SEBAC Candidates will be given first priority.**

**Examples Of Duties:** Assists in collection of data required for preparation of affirmative action plans; maintains data and develops affirmative action information reports for statistical analysis and other reports; assists in development of outreach/recruitment sources; establishes contacts with sources and coordinates recruitment efforts such as dissemination of job announcements and recruitment fairs; provides staff information regarding policies and procedures; provides staff with information on upward mobility paths and career progression; assists Equal Employment Opportunity professionals with special projects; performs related duties as required.

**Knowledge, Skills and Abilities:** Knowledge of affirmative action plans and outreach initiatives; some knowledge of relevant state and federal laws, statutes and regulations; interpersonal skills; oral and written communication skills; basic mathematical skills; ability to work with organizations for outreach/recruitment; ability to research and compile statistical data; ability to utilize human resource information systems; ability to research and analyze human resource files.

**General Experience:** Five (5) years of clerical experience in affirmation action, equal opportunity assurance or human resources management. Note: For state employees clerical experience is interpreted at the level of Office Assistant.

**Substitution Allowed:** College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling six (6) months of experience to a maximum of two (2) years.

**Special Requirements:**

1. Incumbents in this class may be required to travel.
2. Incumbents in this class must complete ten (10) hours of training during the first year of service or designation and a minimum of five (5) hours per year thereafter. This training shall include (1) state and federal discrimination laws and (2) internal discrimination investigation techniques which will be provided by the Commission on Human Rights and Opportunities and the Permanent Commission on the Status of Women.

**Application Instructions:** Complete an application for employment (CT-HR-12) indicating Equal Employment Opportunity Assistant in the Examination Title block. Applications can be mailed to: Human Resources, Department of Motor Vehicles, 60 State Street, Room 235, Wethersfield, CT 06161 or faxed to 860-263-5576. Applications can be downloaded from [www.das.state.ct.us/exam](http://www.das.state.ct.us/exam). Please note: Due to the large number of expected applicants, we cannot confirm receipt of application materials. Incomplete or late application packages will not be considered.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.